TOPIC: Accessing Active Labor Code List

Where: Timesheet

Who: Employees and Program/Project Managers

When: Anytime

Purpose:

Provide employees and program/project managers the accessibility to all current WBS's and descriptions in an Excel Report

Procedure:

1. Click the Add Projects icon on the timesheet



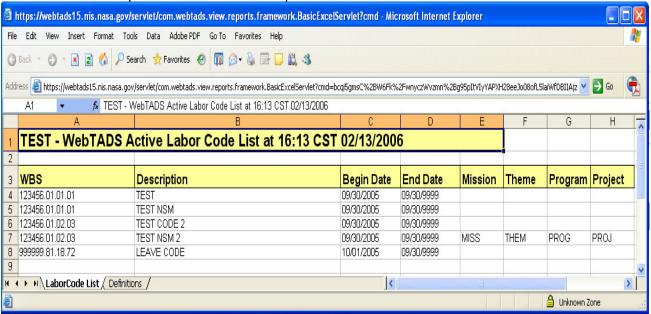
2. From the Add Projects page, click on the Excel icon located in the title bar to download the Active Labor Code List

Add Projects for DEVIL, CRUELLA C (169) 🗈 🗵



Web-Based Time and Attendance Distribution System

3. Click the save option to download the report results in Excel



Result:

The Active Labor Code List Report has been downloaded in Excel.

Special Considerations:

- The downloaded report allows filtering on any field from Excel.
- A definitions page is provided.
- Sort Order: WBS
- No new permission required.